

North Dakota

Phi Beta Lambda

Future Business Leaders of America-Phi Beta Lambda is the premier student, business organization. The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL Goals:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work.

FBLA-PBL Creed:

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

FBLA-PBL Pledge:

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America-Phi Beta Lambda, and as an active member I shall strive to do my best to develop the qualities necessary in becoming a responsible business leader.



PREFACE

The 2005-2006 edition of the North Dakota PBL Chapter Handbook should replace any versions that were used in past years.

Members and advisers are reminded that this document contains only North Dakota PBL forms and North Dakota PBL competitive event regulations and procedures. Every chapter should have a copy of the Chapter Management Handbook published and distributed to active chapters by the national FBLA-PBL office. Each chapter should have received a new edition from the national office in the fall of 2005. If you do not have a copy of the National Chapter Management Handbook, contact the national FBLA-PBL office in Reston, Virginia directly at 1-800-FBLA-WIN.

There have been numerous changes and additions to this edition of the handbook, and we ask that you please contact the North Dakota PBL State Office if there are errors or omissions. Highlights of this year's changes appear below. However, please read through the entire handbook as your chapter prepares for the State Leadership Conference, and please pay close attention to the checklist of deadline dates that appears in the "Official Information" section of the handbook.

Changes to this edition:

- Please check the PBL Calendar and Deadlines Checklist for due dates related to the State Leadership Conference. If you have concerns about working with any of these deadlines because of your school's spring break, please contact the state office as soon as possible.
- There have been changes made to the rating sheets of a number of events.
- A new team event, Business Ethics, has been added to the competitive events program.
- In the Parliamentary Procedure event, the secretary's minutes have been eliminated as part of the performance score. However, the secretary will take **notes** during the performance portion of the event, but the notes will **not** be transcribed into minutes.
- The following events have had the word "Concepts" added to the end of the event name: Economics, Finance, Management, and Marketing.
- There are five new pilot events: Accounting Analysis and Decision Making, Economic Analysis and Decision Making, Financial Analysis and Decision Making, Management Analysis and Decision Making, and Marketing Analysis and Decision Making. These written test events are for students who are completing a major in one of these areas.
- The Job Interview event is now open to all members.
- The Format Guide will now be allowed as a resource while students are taking the skill portion of the Computer Applications and Word Processing events.
- The Business Communication event will now have a writing exercise component in addition to the written test component.
- Members are allowed to compete in three individual or team events at the State Leadership Conference. (An exception will be made for members who are part of the presentation team in chapter events.) However, a new guideline will now allow members to compete in any two events they qualify for at the National Leadership Conference.
- A new guideline at the National Leadership Conference will now allow the first and second place state winners in **all** events to advance to competition.

TABLE OF CONTENTS

GENERAL INFORMATION

Addresses to Send Dues, News, and to Seek Information	1
FBLA-PBL Calendar	2
FBLA-PBL National Information	3
PBL State Personnel	4
FBLA State Personnel	6
FBLA-PBL National Officers	8
FBLA-PBL Dress Code	9

36TH ANNUAL PBL STATE LEADERSHIP CONFERENCE

2006 North Dakota State Leadership Conference	13
2005-06 North Dakota PBL Competitive Events	15
Deadline Checklist for 2006 State Leadership Conference	16
2006 State Leadership Conference Tentative Agenda	17

NORTH DAKOTA PBL COMPETITIVE EVENTS GUIDELINES

Accounting Principles	21
Accounting for Professionals	22
Business Communication	23
Business Decision Making	25
Business Ethics	28
Business Law	31
Business Plan	32
Businessperson of the Year	38
C++ Programming	39
Community Service Project	40
Computer Applications	44
Computer Concepts	47
Desktop Publishing	48
Economic Concepts	51
Emerging Business Issues	52
Financial Concepts	55
Future Business Executive	56
Future Business Teacher	59
Honorary Membership in North Dakota PBL	62
Hospitality Management	63
Human Resource Management	64
Impromptu Speaking	65
Information Management	68
International Business	69
Java Programming	70
Job Interview	71
Largest Local Chapter Membership	74
Largest Percentage of Increase in Local Chapter Membership	75
Largest Percentage of Retention in Local Chapter Membership	76
Local Chapter Annual Business Report	77
Management	80
Marketing	81
Multimedia Presentation	82
Network Design	84
Networking Concepts	87
Parliamentary Procedure	88
Pilot Events	92
Public Speaking	94
Sales Presentation	97

SMG World Wide	100
Sports Management and Marketing.....	101
Statistical Analysis.....	102
Telecommunications	103
Visual Basic Programming.....	104
Web Site Development	105
Word Processing.....	108
Format Guide.....	111

FORMS

Pre-conference Tests Order Form	127
State Officer and State Parliamentarian Application.....	129
Who's Who in PBL Award	131
Adviser Length of Service Award Application	133
Honorary Membership or Businessperson of the Year Nomination.....	135
Special Needs Assistance Request	137
Competitive Event Registration.....	139
State Leadership Conference Registration	149
Hotel Registration.....	151
Multimedia Presentation.....	153
Web Site Development	155
Local and State Chapter Web site Permission Form.....	157
Largest Percentage of Retention in Local Chapter Membership Form	159

APPENDIX

State Chapter Constitution/Bylaws	163
National Leadership Conference Information	169
NLC Competitive Event Information.....	171

ADDRESSES TO SEND DUES, NEWS, AND TO SEEK INFORMATION

NATIONAL DUES:	FBLA	\$ 6.00	STATE DUES:	FBLA	\$4.00
	PBL	10.00		PBL	\$10.00*
	PROFESSIONAL	23.00			

***Students must belong to state and national PBL. Local dues may be assessed in addition to the \$10 North Dakota and \$10 national PBL dues. Total of \$20 state and national dues are to be mailed to the national office.**

State PBL dues of \$10 and national dues of \$10 (total of \$20—one check) should be sent directly to the national office using the online membership reporting process (www.fbلا-pbl.org/membership). The check is to be made **payable to National FBLA-PBL, Inc. Both the check and membership forms are to be sent to nationals.** No dues are required of local chapter advisers. In order for the local chapter to receive the November issue of *Tomorrow's Business Leader* dues **must be received** by October 20. You can add members at any time. *Mail dues to:*

National Membership Dues
FBLA-PBL, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063

For any *questions* on national dues, number of publications received, or anything from the national office, **contact the national office directly.** Do not call the state office.

FBLA-PBL, Inc.
1912 Association Dr.
Reston, VA 22091-1591
Phone: 703-860-3334
Toll Free: 1-800-325-2946
FAX: 703-758-0749
E-mail: membership@fbلا.org
Website: www.fbلا-pbl.org

State and national membership dues must be paid by February 27, 2006, to compete at SLC.

Web page for North Dakota FBLA-PBL:
www.ndpbl.org

Web page for national FBLA-PBL:
www.fbلا-pbl.org

Schools wishing to form a PBL chapter should contact the state director for chapter application forms. They will mail their initial state and national dues to:

Kelly Scholl
FBLA-PBL State Director
ND Dept. of Career & Technical Education
600 East Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610
Phone: (701) 328-2286
E-mail: kscholl@state.nd.us

News for the PBL website should be e-mailed to:
Chris Meier
e-mail: meier@mail.com

News for PBL *Tomorrow's Business Leader* should be mailed to:
FBLA-PBL National Publications
1912 Association Dr.
Reston, VA 20191-1591

FBLA-PBL Official Supplier: (contact for a catalog)
FBLA-PBL MarketPlace
4471 Nicole Drive
Lanham, MD 20706
1-866-FBLA-PBL
Fax: (301) 731-6101
E-mail: marketplace@apisource.com
website: www.fbلا-pbl.org

Professional Division dues sent to:
Professional Division Dues
1912 Association Drive
Reston, VA 20191-1591

NORTH DAKOTA PHI BETA LAMBDA 2005-2006 CALENDAR

November 11 -12, 2005	National Fall Leadership Conference - Kansas City, MO
November 15	American Enterprise Day
November 18 – 19	National Fall Leadership Conference – Salt Lake City, UT
February 6, 2006	Postmark deadline for ND PBL Bylaw amendment submissions
February 12 – 18	FBLA-PBL Week
February 13	Postmark deadline for: Businessperson of the Year and Honorary Membership nominations State officer candidate applications National officer candidate applications— <u>sent to state office</u> Who's Who in PBL forms Adviser Length of Service forms Special Needs Assistance form PBL pre-conference test requests
February 27	Last day to postmark PBL state and national dues <i>Dues must be postmarked directly to national office in order to participate at State Leadership Conference.</i>
March 3	Postmark deadline for: PBL competitive event registration forms PBL conference registration fees— <u>sent directly to fiscal agent</u> Hotel Reservations— <u>sent directly to hotel</u> Retention Award Forms Business Plan Community Service Project Local Chapter Annual Business Report Website Development and Multimedia Presentation forms
March 6	Postmark deadline to notify local chapters of proposed ND PBL Bylaw amendments
March 13	Postmark deadline for: Completed PBL pre-conference tests Job Interview, Future Business Executive, and Future Business Teacher materials
April 6 – 8	PBL State Leadership Conference—Jamestown
April 21	Deadline to <u>notify</u> state office of intent to compete at NLC
June 23 – 24	PBL Institute for Leaders—Nashville
June 24 – 27	PBL National Leadership Conference—Nashville

FBLA-PBL National Information

Headquarters Staff

Administration: Board of Directors liaison, finance and tax issues, and corporate relations.

President/Chief Executive Officer	Jean Buckley	ceo@fbla.org	x 111
Executive Assistant	Robin Rockwell	EAssistant@fbla.org	x 113
Staff Accountant	Karin Baker	finance@fbla.org	x 115
Receptionist	Holly Colbert	general@fbla.org	x 110
Administrative/Mailroom Associate	Jim See	custsvc@fbla.org	x 125
Programs Coordinator	Becky Grant	ProgramsCoordinator@fbla.org	x 120
Program Manager	Mariam Rosendahl	ProgramMgr@fbla.org	x 129

Membership: Membership development, recruitment, and dues processing.

Dir., Marketing & Educ. Relations	Greg Oliver	marketing@fbla.org	x 117
Membership Director	Lisa Frye Smothers	membershipdir@fbla.org	x 118
Dir. PBL College/Univ. Relations	Thomas Payne, CPA	PhiBetaLambda@fbla.org	(417) 848-0649
Customer Services Associate	Eileen Stauffer	membership@fbla.org	x 126
Customer Services Associate	Lorraine Carpenter	custserv@fbla.org	x 135

MarketPlace: Member, chapter, adviser, and officer resources; career and leadership development; and recruitment tools.

(866) 325-2725

www.fblamarketplace.com

Conferences: NLC, NFLC, Institute for Leaders, and speakers.

Conference Director	Richard Bowen	conferencedir@fbla.org	x 119
Conference Manager	Robert Smothers	ConferenceMgr@fbla.org	x 112

Education: National Awards Program, competitive events, educational programs, and partnerships.

Director of Education	Barbara Small	education@fbla.org	x 123
-----------------------	---------------	--	-------

Communications: In-house publications, public relations, advertising, web development, exhibits, and fundraising partners.

Communications Director	Betty Penzner	communications@fbla.org	x 121
-------------------------	---------------	--	-------

National Office Mailing Address

FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
Phone: 703-860-3334
toll Free: 800- FBLA-WIN (325-2946)
Fax: 703-758-0749
www.fbla-pbl.org

FBLA-PBL MarketPlace

4471 Nicole Dr.
Lanham, MD 20706
Phone: (301) 731-6100
(800) 507-7007
Fax: (301) 731-6101
E-mail info@apisource.com

2005 - 2006 NORTH DAKOTA PBL STATE OFFICER DIRECTORY

School Address	E-mail Address	Adviser
Nate Larson, President Concordia College	nsllarson@cord.edu	Searle Swedlund Concordia College 901 Eighth Street South Moorhead, MN 56562 Office: (218) 299-3459 Fax: (218) 299-4560 swedlund@cord.edu
Chris McEwen, Vice President of Finance and Membership Development North Dakota State University	christopher.mcewen@ndsu.nodak.edu	Kristie Paulsen North Dakota State University Office of Student Finan. Svcs. 202 Ceres Hall Fargo, ND 58105-5315 Office: (701) 231-8061 krispaul@qgmail.nodak.edu
Jessica DeVaal, Vice President of Communications University of North Dakota	jessica.devaal@und.nodak.edu	Shari Jerde University of North Dakota PO Box 8363 Grand Forks, ND 58202-8363 Office: (701) 777-3509 Fax: (701) 777-2518 sharij@mail.business.und.edu
Chris Meier, Vice President of Public Relations University of North Dakota	meier@mail.com	Shari Jerde
Lauren Copeland, Vice President of Operations Concordia College (Fall Semester)	lcopela@cord.edu	Searle Swedlund
Joseph Tews, Vice President of Operations Jamestown College (Spring Semester)	jtews@jc.edu	Mary Reed Jamestown College PO Box 6087 Jamestown, ND 58401-6087 Office: (701) 252-3767, Ex. 2019 mreed@jc.edu Tom Dilocker Jamestown College PO Box 6049 Jamestown, ND 58401-6049 Office: (701) 252-3767, Ex. 2474 Fax: (701) 253-4318 dilocker@jc.edu

Kelly Scholl, State Director Department of Career and Technical Education 600 E Boulevard Ave, Dept. 270 Bismarck, ND 58505-0610 (701) 328-2286 Fax: (701) 328-1255 kscholl@state.nd.us		
Linda Kuntz Administrative Assistant Department of Career and Technical Education 600 E Boulevard Ave, Dept. 270 Bismarck, ND 58505-0610 (701) 328-3174 Fax: (701) 328-1255 llkuntz@state.nd.us		
Toni Bell, State Adviser Williston State College PO Box 1326 Williston, ND 58802-1326 (701) 774-4208 Fax: (701) 774-4275 helen.bell@wsc.nodak.edu		
Barb Graham, State Adviser University of North Dakota PO Box 8363 Grand Forks, ND 58202-8363 (701) 777-3510 Fax: (701) 777-2518 barbg@mail.business.und.edu		
Searle Swedlund, State Adviser Assoc. Director of Annual Giving Concordia College 901 Eighth Street South Moorhead, MN 56562 Office: (218) 299-3459 Fax: (218) 299-4560 swedlund@cord.edu		



2005 - 2006 NORTH DAKOTA FBLA STATE OFFICER DIRECTORY

School Address	E-mail Address	Adviser
Max Kringen, President Enderlin High School 410 Bluff Street Enderlin, ND 58027-1358 (701) 437-2240 Fax: 437-2242	max.kringen.1@sendit.nodak.edu	Tom Farnham tom.farnham@sendit.nodak.edu
Lacey Leddige, Region I VP Central Valley High School RR 1 Box 152B Buxton, ND 58218-9510 (701) 847-2220 Fax: (701) 847-2407	lacey.leddige@sendit.nodak.edu	Debra Race deb.race@sendit.nodak.edu
Lauren Meiers, Region II VP Stanley High School PO Box 10 Stanley, ND 58784-0010 (701) 628-2342 Fax: (701) 628-3358	lauren.meiers@sendit.nodak.edu	Connie Doll connie.doll@sendit.nodak.edu
Brian Grossman, Region III VP Linton High School PO Box 970 Linton, ND 58552-0970 (701) 254-4717 Fax: (701) 254-4313	brian.grossman@sendit.nodak.edu	Janet Orn janet.orn@sendit.nodak.edu
Amy Nykolayow, Region IV VP Jamestown High School PO Box 269 Jamestown, ND 58401-0269 (701) 252-0559 Fax: (701) 251-2493	ana.nykolayow@sendit.nodak.edu	Patsy Stevenson patsy.stevenson@sendit.nodak.edu
Ashley Lazur, Secretary Central Valley High School RR 1, Box 152B Buxton, ND 58218-9510 (701) 847-2220 Fax: (701) 847-2407	ashley.lazur@sendit.nodak.edu	Debra Race deb.race@sendit.nodak.edu
Cody Roland, Treasurer Divide County High School PO Box G Crosby, ND 58730-0662 (701) 965-6392 Fax: (701) 965-6942	cody.roland@sendit.nodak.edu	Wendy Grote wendy.hoger@sendit.nodak.edu
Heather Fandrich, Historian Beulah High School 204 Fifth Street, NW Beulah, ND 58523-6542 (701) 873-2261 Fax: (701) 873-5273	heather.fandrich@sendit.nodak.edu	Diane Kuch dianne.kuch@sendit.nodak.edu

School Address	E-mail Address	Adviser
Mark Hardy, Webmaster Beach High School PO Box 368 Beach, ND 58621-0368 (701) 872-4161 Fax: (701) 872-3801x	mhardy06@hotmail.com	Carol Bartz carol.k.bartz@sendit.nodak.edu
Amanda Martin, Parliamentarian Drake High School PO Box 256 Drake, ND 58736-0256 (701) 465-3732 Fax: (701) 465-3634	amanda.m.martin@sendit.nodak.edu	Joan Birdsell joan.birdsell@sendit.nodak.edu
Kelly Scholl, State Director Dept. of Career & Technical Ed 600 East Boulevard Ave, Dept. 270 Bismarck, ND 58505-0610 (701) 328-2286 Fax: (701) 328-1255	kscholl@state.nd.us	
Linda Kuntz, Admin. Asst. Dept. of Career & Technical Ed 600 E Boulevard Ave, Dept. 270 Bismarck, ND 58505-0610 (701) 328-3174 Fax: (701) 328-1255	llkuntz@state.nd.us	
Linda Doe, State Adviser Hettinger High School PO Box 1188 Hettinger, ND 58639-1188 (701) 567-4502 Fax: (701) 567-2796	linda.doe@sendit.nodak.edu	
Curt Schaf, State Adviser Hatton High School PO Box 200 Hatton, ND 58240-0200 (701) 543-3455 Fax: (701) 543-3459	curt.schaff@sendit.nodak.edu	
Iris Swedlund, State Adviser Velva High School PO Box 179 Velva, ND 58790-1279 (701) 338-2022 Fax: (701) 338-2023	iris.swedlund@sendit.nodak.edu	

North Dakota FBLA Web site: www.ndfbla.org
National FBLA-PBL Web site: www.fbلا-pbl.org

NATIONAL OFFICERS

FBLA National Officers

President	Ross Squires Middleton High School - WI	fblapres@fbla.org
Secretary	Tyler Edenfield Swainsboro High School - GA	fblasec@fbla.org
Treasurer	Jessica Ice Hidden Valley High School - OR	fblatres@fbla.org
Parliamentarian	Kevin Cun Du Pont Manual High School - KY	fblaparl@fbla.org
Eastern Region VP	Tommy Fijacko Mamaroneck High School- NY	fblaervp@fbla.org
Mountain Plains Region VP	Kindal Konechne Kimball High School - SD	fblampvp@fbla.org
North Central Region VP	Amber Kamischke El Paso – Gridley High School - IL	fblancvp@fbla.org
Southern Region VP	Joseph Curry Central Private School - LA	fblasrvp@fbla.org
Western Region VP	Bryan West Spring Creek High School - NV	fblawrvp@fbla.org

PBL National Officers

President	Danielle Tolentino California State University – Fullerton - CA	pblpres@fbla.org
Secretary	Steve Delaney Hood College - MD	pblsec@fbla.org
Treasurer	Ryan Paul University of Nebraska – Reno - NV	pbltres@fbla.org
Parliamentarian	Joseph R. Gazmen California State University – Fullerton - CA	pblparl@fbla.org
Eastern Region VP	Steven Brown Jr. Villa Julie College - MD	pblervp@fbla.org
Mountain Plains Region VP	Travis Evan Roberts Midland Lutheran College - NE	pblmpvp@fbla.org
North Central Region VP	Bryan Newswander Evangel University – MO	pblncvp@fbla.org
Southern Region VP	Patrick Martinez University of Virginia - VA	pblsrvp@fbla.org
Western Region VP	Ginger Wester Utah State University – UT	pblwrvp@fbla.org

Professional Division National Officers

President	Kristi Katcher Southern Illinois University	pdpres@fbla.org
-----------	--	--

FBLA-PBL Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

Males

- Business suit with collared shirt, and necktie (shirts must be tucked in/belts must be worn if pants have loops)
- Sport coat, dress slacks, collared shirt and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes (no white socks)
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

Females

- Business suit with blouse or sweater, sleeveless suit is appropriate (shirts must be tucked in/belts must be worn if pants have loops)
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Closed toe dress shoes with nylons

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants or skirt, or other pants or skirts with pockets sewn on the outside
- Capri pants
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, bathing suits
- Blouses that are not buttoned appropriately
- Sandals, athletic shoes, work shoes, hiking boots, bare feet, or over-the-knee boots
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes (with closed toes) and sleeveless dresses/suits are accepted.

Business casual attire acceptable for official FBLA-PBL activities includes:

Males

- Dress slacks, collared shirt, no necktie necessary (shirts must be tucked in/belts must be worn if pants have loops)
- Polo shirts with the FBLA-PBL logo on it are acceptable
- Sweaters would be acceptable
- Dress socks and dress shoes (no white socks)

Females

- Dress slacks or skirt, blouse or sweater (shirts must be tucked in/belts must be worn if pants have loops)
- Polo shirts with the FBLA-PBL logo on it are acceptable
- Closed toe dress shoes with stockings

Inappropriate attire would include anything listed above, particularly jean-style khaki or corduroy pants/skirts with pockets sewn on the outside.

